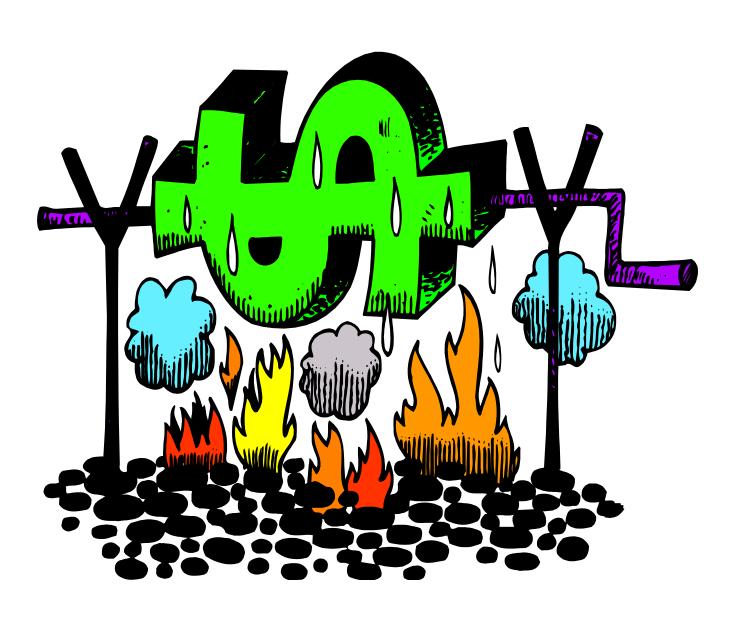
FOREIGN CURRENCY EXCHANGE



Foreign Currency Exchange

Foreign Currency Exchange

This functionality can be set up to buy and sell in any currency as well as convert one currency, such as Pesos, to another currency, such as American Dollars. The currency rates must maintained daily by the site with new rate information. The rates should include any kind of fees that the property charges for doing the exchange as the currency exchange function does not have the ability to add on an automatic flat charge to an exchange.

Setting up Currency Exchange

- 1. From the Main Menu, select Database Maintenance Menu
- 2. Select Currency Exchange Rates
- 3. Complete the prompts as follows:
 - **Country Code** Type the country code of the currency to be set up. If unsure of the code, press [List Values] and select from the list displayed.
 - **Currency Description** Enter a description of the country and currency. Try to use a description that assists agents in choosing the correct currency, such as "Korean Won" or "French Franks".
 - Hotel To Foreign This is not a required field. Only use this field if the hotel sells foreign currency (per your local regulations). Type the rate of exchange for the currency. For example, if the property is in the USA and is completing the field for Canadian Dollars, they will enter the amount of Canadian Dollars that one American Dollar is worth. The rate entered should also take into consideration any fees or markups the hotel might charge for the exchange. In the example below, one American Dollar is equal to 1.26 Canadian Dollars.
 - Foreign to Hotel If the "Hotel To Foreign" field was completed, this field will automatically be calculated. Otherwise, enter the rate at which the hotel buys the foreign currency. For example, if the property is in the USA and is completing the field for Canadian Dollars, they will enter the amount of American Dollars that one Canadian Dollar is worth. The rate entered should also take into consideration any fees or markups the hotel might charge for the exchange. In the example below, one Canadian Dollar is equal to .79 of an American Dollar.

	Pts Wilming Agent	ton	CURRENCY EXCHANGE SCREEN				Date: 16-MAR-2000 THU Time: 02:54 PM		
Coun	try Code		Descriptio		otel oreig	ın		Foreign Hotel	То
CA	Canada	canadian	dollar			1	.260000		0.793651
				_					
\vdash		+		-					
				_					
				_					
		-		-					
		_		-					

Foreign Currency Exchange

- 4. Select the next country code and complete the prompts for each type of currency that is exchanged at the hotel.
- 5. Press [Save] when done.

Note: When entering a lot of different countries, it is good to save often.

Currency Exchange

This screen is used to exchange foreign currency to local currency. If an exchange is completed, the amount collected in foreign currency is recorded on the Cashier Cashout Report. This is also a good screen to use to test your setup in the Currency Exchange screen

- 1. From the Main Menu, select Cashier Menu
- 2. Select Currency Exchange Calc/Display
- 3. Type the amount of money received in the foreign currency. For example, if 200 British pounds are received, type 200.
- 4. At country code, type the code for the unit of money received or [List Values] for options. For British pounds, select GB for Great Britain.
- 5. This calculates what to give the guest in US dollars.
- 6. If the guest does not want to complete the transaction press [Clear]. If [Save] is pressed by mistake, there is no way to undo the transaction.
- 7. At the prompt "Did you complete the exchange?" Type "Y" only if the exchange was completed



8. Type "Y" to print a receipt.

Currency Exchange From Checkout Screen

- 1. From the Main Menu, select Cashier Menu
- 2. Select Checkout Screen
- 3. Type in the guest's room number or use [Enter Query] to search for them.
- 4. Press [Enter] twice to get to the settlement type field.
- 5. Select 'cash' as the payment type.
- At the "ctry" field, select the country code to do the exchange on or use [List Values].
- 7. At the "foreign amt recd" field, type the amount of the foreign currency received.

Foreign Currency Exchange

- **8.** At the "foreign amt appl" field, type the amount of the foreign currency to apply to guest. Use [Exit] to convert the dollars
- **9.** Press [Save] to apply the currency conversations. If [Save] is pressed by mistake, there is no way to undo the transaction. Press [Clear] if the exchange was not completed.

